



Tri-County Network Against Domestic & Sexual Violence

Serving Park, Sweet Grass and Meagher Counties of Montana

P.O. Box 653 ~ Livingston, Montana 59047

Business Office (406) 222-5902

Email: safe4life@ycsi.net

JOB DESCRIPTION: Executive Director: FTE, performs two duties:
Administration and Direct Services.

Disclosure: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

ADMINISTRATION

It is the function of the Executive Director to:

1. Locate and procure grant and contract revenue sources to fund current and proposed programs.
2. Develop and oversee fundraising activities for the program.
3. Administer the agency's program, according to the organization's mission and vision.
4. Develop new programs according to agency's priorities.
5. Maintain and coordinate contractual relationships with funding sources.
6. Act in capacity of liaison to the Board of Directors, keeping them informed of agency operation so they have adequate information for carrying out their policy-making process.
7. Assist in agency budget with Board of Directors Treasurer, finance committee and contractual accountant and to administer agency's programs within budgetary provisions and limitations, maintaining an adequate system for proper accounting of funds.
8. Keep informed of developments and trends in the program's operation and be alert to changing community needs.
9. Provide periodic review, evaluation, and modification of the programs to meet community needs as well as funding source requirements.
10. Ensure the development and maintenance of acceptable standards of professional practice in the Tri-County Network's programs.
11. Develop and maintain appropriate community relations, maintaining responsibilities for interpreting the goals and functions of the agency to the community.
12. Advocate the problems of women and their children with various city, county, private agencies and the community.
13. Prepare reports according to timeline: i.e. monthly Board report, quarterly and year-end statistical reports.
14. Assures adequate program literature is available for distribution.
15. Attends state facilitated meetings when appropriate and affiliates with other organizational meetings when appropriate or as directed by the Board of Directors.

MINIMUM QUALIFICATIONS:

1. Demonstrated compassion, objectivity, non-judgmental attitude and genuine sensitivity toward survivors of domestic violence and sexual assault.
2. Verifiable experience in grant or technical writing.
3. Knowledge of, or some prior work experience in marketing, fund raising, or advertising.
4. Some experience in public speaking.
5. Polished customer service and human relations skills.
6. Some experience in management or supervisory roles preferred.



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DIRECT SERVICES.

It is the function of the Executive Director to:

1. Provide crisis intervention for residents and their children (as needed).
2. Provide crisis intervention on Tri-County Network crisis line (as needed).
3. Provide personal advocacy in service radius, including criminal justice advocacy.
4. Participate in Tri-County Network training of volunteers in domestic violence & sexual assault issues/procedures.
5. Attend monthly Board of Directors meetings.
6. Maintain a basic understanding of legal procedures and a familiarity with domestic violence and sexual assault laws.
7. Attend continuing educational training as possible to obtain or maintain professional credentials.
8. Develop and maintain client confidential files and other documentation as needed.
9. Provide presentations regarding issues of domestic violence and sexual assault, program services and shelter needs to community individuals, groups, agencies and the media.
10. Disseminate program literature throughout the community.

MINIMUM QUALIFICATIONS:

1. Knowledge of domestic violence and sexual assault issues.
2. Basic understanding of domestic violence and sexual assault laws, and legal procedures.
3. Polished verbal and written communication skills.
4. Demonstrated willingness to improve professional skills through training.
5. Complete understanding of confidentiality and safety procedures.
6. Ability to respond to on-call situations (as needed).
7. Willingness to share job responsibilities and flexibility in scheduling.
8. Possess reliable transportation.
9. Ability to work independently or as a team.
10. Ability to meet critical deadlines and practice good time management.
11. Ability to work with a wide variety of ethnic, racial, socio-economical and religious backgrounds.



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Supplement to Application for Executive Director

Please complete the following questions to the best of your ability and attach to application. (You may use additional sheets of paper if you need more space to complete your answers).

1. Describe your experience working in a non-profit organization including: working with a Board of Directors, greeting the public, explaining programs and answering questions. _____

2. Briefly describe your understanding of domestic violence and sexual assault issues and laws? _____

3.) Briefly describe your experience in fundraising, and what you see as successful fundraising campaigns for rural communities. _____

[illegible]

4.) Briefly describe your experience in grant writing, and tell us about a grant you were successful in writing, including dollar amount received and type of matching funds, if any._____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

5.) Describe your understanding of confidentiality and/or confidential procedures?

[illegible]



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Authorization To Release Information

TO: TRI-COUNTY NETWORK AGAINST DOMESTIC & SEXUAL VIOLENCE

P.O. Box 653

Livingston, MT. 59047

I am an applicant for a position with the Tri-County. Network Against Domestic & Sexual Violence. I am required to furnish information, which this agency may use in determining my moral, physical and mental qualifications. In this connection, I hereby expressly authorize release of any and all information, which you may have concerning me, including information of a confidential or privileged manner.

I hereby release the agency with which I am seeking employment and any organization, company, institution or person furnishing information to that agency as expressly authorized above, from any liability for damage, which may result from furnishing the information requested.

Date _____ Signature _____

Social Security # _____ Date of Birth: _____

Residence Address _____

City State Zip

If you have not resided at above address for longer than two years, please complete the information below.

Previous Address _____

City State Zip

Together We Can End Violence.... One Step.... One Non-Violent Act At A Time